



# After School Activities

All RSA after school activities proposal must be submitted by 2nd week of July. All RSA after school activities must be approved by CEO by 1st week of August. Any after school activities proposal submitted after the due date could be considered for the next school year. This includes activities hosted by RSA staff. After school activities will start in the 3<sup>rd</sup> week of September.

<b>Name of Organization</b>		<b>Organization Contact Person</b>	
<b>Organization Phone</b>		<b>Organization Email</b>	
<b>Organization Website</b>	<b>Length of Activity</b>	<b>Timing</b>	<b>Fees per student</b>
<b>Grade/s Attending</b>	<b>Insured</b>	<b>Not Insured</b>	<b>RSA Building Usage Fee 25%/Student</b>

### After School Activity Details:

Purpose of the Activity:
Space requesting to be used:
Number of Students Expected to attend:

### Requirements:

- Organization/instructor applying for the first time must submit proposal with activity details, grade levels participating, day and time of the activity, and charges. Proposal must be submitted along with the after-school activity form.
- Make sure to check the school website for school timing. Elementary and Middle school have different dismissal timings.
- Make sure to look at the school calendar and update parents of any day that the activity will not be held because of closure.
- Organization/instructor is required to inform parents of any cancelled or delayed start of the activity.
- All equipment/resources used must be furnished by instructor/organization conducting after school activities. Exception is made to activities organized by RSA staff and Student Counsel for educational nature aligned with STEM fields.
- Instructor must be at school 20 minutes prior to the start of the activity.
- Instructor must manage attendance log.
- Instructor must dismiss all students before leaving the facility.
- Instructor must manage students' safety and dismissal procedure.
- Instructor must have Emergency Authorization Contact.
- Instructor must have student Medical Information.
- Students must be supervised by instructor at all the time.



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- Organization/instructor is required to follow FERPA policy and photo release policy as mentioned in the school handbook.
- Instructor must manage students discipline and follow school policies. Students must comply with the specific rules and requirements established for the activity.
- Instructor must comply with policies and procedures; rules of conduct set forth in the Student Code of Conduct; and, state and federal regulations and laws. Instructor must understand that all School rules and policies apply to students under their care.
- Instructor must clean up and keep all of the RSA furniture or equipment in order after every activity.
- Radiant STEM Academy will not be responsible for any injury, accident, or mishap happened during the after-school activity. The instructor or organization will be fully responsible. The instructor or organization must understand and acknowledge that the Radiant STEM Academy Administration operates CONDUCT until students are dismissed from their care.
- RSA reserve the right to cancel any activities if deemed appropriate for the well-being of school and students.
- The instructor or organization must understand that student’s participation in the activity is a privilege, and not a right.
- Instructor or organization must provide a waiver signed by parent/legal guardian to RSA. The waiver should include the information posted below.

To the best of my ability, I \_\_\_\_\_ have provided accurate and truthful information on this application for After School Activity/Activities. I understand and agree that the approval process cannot be completed until Radiant STEM Academy has received all required documents. I understand that incorrect and incomplete information may result in delays and possible declination of hosting After School Activities.

I verify that I provided the information accurately.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of the organization: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use ONLY**

<b>Status:</b>	<b>CEO’s Signature/Date:</b>



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## Acknowledgement of Personal Liability and Waiver

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ accept full responsibility for all medical expenses for any injuries that might occur to my child by reason of his/her participation.

By signing this form, however, I hereby release RSA, its CEO, principal, administrators, directors, officers, teachers, employees, agents, assigns, and volunteers (“released parties”) from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain (a) arising out of my child’s failure to comply with local, state, and federal laws and School policies, procedures, and the Code of Conduct; (b) arising out of any damage or injury caused by my child. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

### Signature

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child.

I have signed this CONSENT AND RELEASE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

This consent and release has been read and is understood by me.

\_\_\_\_\_  
Signature of Student's Parent or Legal Guardian Date